



Be SMART Home Energy Efficiency Rebate Program

The Be SMART Home Rebate Program offers up to \$4250 in incentives to Maryland homeowners to offset the cost of qualified energy efficiency improvements and products. A comprehensive home energy audit is required to participate in the Be SMART Home Rebate Program. Made possible by a grant from the U.S. Department of Energy, rebates are available on a first come, first served basis to eligible homeowners of single family homes, and town homes in Maryland.

Who is eligible to apply?

The rebate program is available to Maryland homeowners within the following utility service territories:

**Berlin Municipal Electric Plant • Easton Utilities Commission • City of Hagerstown Light Department
Thurmont Municipal Light Company • Williamsport Municipal Electric Light System**

A&N Electric Cooperative • Choptank Electric Cooperative • Somerset Rural Electric Cooperative

It is also available to homeowners with oil and gas heating systems who are NOT eligible for EmPOWER Maryland incentives offered by the following utility companies: BGE, Delmarva Power, PEPCO, Potomac Edison and SMECO. Homeowners who are eligible for rebates through utility companies participating in EmPOWER Maryland are not eligible for Be SMART Rebates.

What kind of energy efficiency improvements and products are eligible for a rebate?

Eligible Measures		Incentives
Home Energy Audit	Comprehensive energy assessment	\$100 paid to contractor by homeowner \$300 paid to contractor by Be SMART
Building Envelope Improvements	<i>Examples include, but are not limited to:</i> Air Sealing, Attic Insulation, Wall Insulation, Floor Insulation, Rim Joist Air Sealing and Insulation	50% of improvement costs, \$2000 maximum <i>Rebate to homeowner</i>
Heating, Ventilating and Air Conditioning (HVAC) Systems <i>*All equipment must be ENERGY STAR rated</i> <i>*Only one heating system and one cooling system rebate will be provided per household</i>	Heat pump	\$500 Rebate to homeowner
	Ductless mini-split heat pump	\$300 Rebate to homeowner
	Oil, gas or propane furnace	\$500 Rebate to homeowner
	Central air conditioning	\$500 Rebate to homeowner
	Ductless mini-split A/C	\$300 Rebate to homeowner
	Room air conditioner	\$25 Rebate to homeowner
	Dehumidifier	\$25 Rebate to homeowner
	Duct Sealing	\$250 Rebate to homeowner
Water Heating <i>*All equipment must be ENERGY STAR rated</i>	Electric hot water heater	\$25 Rebate to homeowner
	Heat Pump Hot Water Heater	\$350 Rebate to homeowner
	Tankless Hot Water Heater	\$350 Rebate to homeowner
Appliances <i>*All equipment must be ENERGY STAR rated</i>	Refrigerators	\$150 Rebate to homeowner
	Freezers	\$75 Rebate to homeowner
	Clothes washers	\$100 Rebate to homeowner

Be SMART Home Energy Efficiency Rebate Program

What is the process to receive a Be SMART Home rebate?

1. Get a home energy audit

If you own a single family home or townhouse, your comprehensive home energy audit must be conducted by a [Be SMART Eligible Contractor](#). If you had an audit done within a year of the rebate request you may submit the audit for review and approval by the Be SMART Program.

2. Reserve Rebate

Submit the following documents to reserve your rebate:

- Submit Be SMART Rebate Application Parts 1-6
- Energy audit report
- Detailed estimate/proposal for energy efficiency improvements from a [Be SMART Eligible Contractor](#)

3. Receive notification of rebate reservation

Within 3-5 business days the homeowner and contractor will receive a notification from the Be SMART Program that your application is approved and the rebate funds have been reserved. (Funds are reserved for 120 days).

4. Install energy efficiency measures

A [Be SMART Eligible Contractor](#) performs the energy efficiency improvements.

5. Request rebate payment

Submit signed and completed Part 6 – “Proof of Purchase for Completed Energy Efficiency Measures” from the Be SMART Home Rebate Application along with a receipt from contractor(s) indicating that the invoice is paid in full. The actual rebate amount will be based on the final invoiced costs from your contractor.

* Please note that the rebate may be considered taxable income. Consult your tax advisor for additional guidance.

What other sources of funding are available?

The Be SMART Home Program offers low interest unsecured loans up to \$15,000 to help you finance your energy efficiency improvements. Go to www.mdhousing.org/besmart or call 855-876-5717 for more information.

Be SMART Home Program

Maryland Department of Housing and Community Development

100 Community Place, 4th Floor

Crownsville, Maryland 21032

Telephone: (410) 514-7618 • Fax: (410) 987-8763

Email: BeSMARTHome@mdhousing.org

Website: www.mdhousing.org/BeSMART



Be SMART Home Energy Efficiency Rebate Application

Part 1 - Applicant's Information *(All information is required to process rebate payment)*

Applicant Name: _____
Applicant Social Security #: _____
Property Address: _____
City: _____ State: _____ Zip Code: _____ County: _____
Mailing Address *(for payment)*: _____
City: _____ State: _____ Zip Code: _____ County: _____
Email Address: _____
Alternative Email Address: _____
Telephone: _____ ☐ Home ☐ Cell ☐ Office
Alternative Telephone: _____ ☐ Home ☐ Cell ☐ Office
Is this your primary residence? ☐ Yes ☐ No Type of Home: ☐ single family ☐ townhouse
Utility Company _____
Primary home heating system ☐ Electric ☐ Oil ☐ Gas ☐ Other _____

Part 2 – Energy Audit Information *(Comprehensive home energy audits are required)*

Auditor Name and Company: _____
Auditor Address: _____
Auditor Telephone: _____ ☐ Cell ☐ Office Audit Date: _____

Submit a copy of your Home Energy Audit from a [Be SMART Eligible Contractor](#) along with the rebate request.

Part 3 – Scope of Work and Rebate Requests

Contractor Name and Company: _____
Contractor Address: _____
Contractor Telephone: _____ ☐ Cell ☐ Office Estimate Date: _____

If using more than one contractor please provide contractor name and contact information by attaching an additional page.
Submit a copy of your detailed estimate/proposal for energy efficiency improvements from a [Be SMART Eligible Contractor](#) along with the rebate requests.

Be SMART Home Energy Efficiency Rebate Application

Part 3 continued – Scope of Work and Rebate Requests (Up to \$4000)

Eligible Measures	Conditions	Incentives	Rebate Request
Home Energy Audit	Comprehensive home energy audit must be completed by Be SMART Eligible Contractor and energy audit report must be submitted to the Be SMART Program.	\$100 fee paid by homeowner (\$400 value)	\$300 paid to contractor
Building Envelope Improvements	<i>Examples include, but are not limited to:</i> Air Sealing, Attic Insulation, Wall Insulation, Floor Insulation, Rim Joist Air Sealing and Insulation	50% of improvement costs, \$2000 maximum	
Heat pump	≥ 14.5 SEER and ≥ 12 EER and ≥ 8.2 HSPF	\$500 Rebate	
Ductless Mini-split Heat Pump	≥ 16 SEER and ≥ 13EER and ≥ 9 HSPF	\$300 Rebate	
Gas Furnace	≥ 92% AFUE w/ECM	\$500 Rebate	
Central Air Conditioner	≥ 14.5 SEER and ≥ 12 EER tier 1	\$500 Rebate	
Ductless Mini-split A/C	≥ 16 SEER and ≥ 13EER	\$300 Rebate	
Room Air Conditioner	ENERGY STAR qualified	\$25 Rebate	
Dehumidifier	ENERGY STAR qualified	\$25 Rebate	
Duct Sealing	As determined by home energy audit	\$250 Rebate	
Electric hot water	Minimum EF 0.93	\$25 Rebate	
Heat pump hot water heater	ENERGY STAR qualified	\$350 Rebate	
Tankless Hot Water Heater	ENERGY STAR qualified	\$350 Rebate	
Refrigerators	ENERGY STAR qualified	\$150 Rebate	
Freezers	ENERGY STAR qualified	\$75 Rebate	
Clothes washers	ENERGY STAR qualified	\$50 Rebate	
<i>Program participant may receive no more than the amount of funding they reserve. The actual rebate amount will be based on the final invoiced costs from the contractor.</i>		TOTAL REBATE REQUESTED	

Be SMART Home Energy Efficiency Rebate Application

Part 4 – Terms and Agreement

APPLICATION: This application and any required additional documentation must be filled out completely, truthfully and accurately.

Participants are advised to retain a copy of this application and any accompanying documentation submitted to the Be SMART Program. The Be SMART Program will not be responsible for lost documentation pertaining to this application request. **The Be SMART Program must receive request for payment within 120 days of the date of the rebate reservation.** Incentives offers are subject to funding availability and may change. **Rebate amounts are valid through December 31, 2012. Please allow 6-8 weeks for incentive processing.**

ELIGIBILITY: Rebates are available to approved participants who are: Maryland residential customers who do NOT qualify for incentives offered by the EmPOWER Program through the following utility companies: BGE, Delmarva Power, PEPCO, Potomac Edison and SMECO. **If you are eligible for a rebate through a utility company participating in EmPOWER Maryland you are not eligible for Be SMART Rebates.** Final determination of eligibility shall rest solely with The Maryland Department of Housing and Community Development.

Rebates are available for the installation of qualified measures made starting May 21, 2012. **Installations performed prior to May 21, 2012 are not eligible for rebates from this program.**

WORK QUALITY VERIFICATION: Prior to any payment of incentives, the applicant's Be SMART Eligible Contractor will verify that the installed energy-saving measures meet Be SMART Program requirements. Participant's home may also be selected for a quality control post-installation visit. No warranty is implied by this work quality verification.

PAYMENT: Rebates will be paid after: (i) completion and/or installation of the energy-saving measures, (ii) verification of the completion and/or installation of the measures, and (iii) timely submission of all required documentation of measures. Incentives will be paid directly to the applicant. All measures must be installed by one or more Be SMART Eligible Contractor. Please note that the rebate may be considered taxable income. Consult your tax advisor for additional guidance.

PROOF OF PURCHASE: In addition to the application with list of itemized products, proof of purchase documentation must also be submitted. This proof of purchase must show: (i) the date of purchase/installation and itemized price paid, (ii) the size, type, make, model or part number for the products as applicable, (iii) a description of any installation or other labor charges, and (iv) the invoice is paid in full.

INCENTIVE AMOUNT: Rebates for energy-saving measures completed and/or installed as set forth in documentation accompanying this application are limited to the amounts provided by The Be SMART Program. Such amounts are subject to change.

FACSIMILE/SCANNED: Facsimile transmission of any signed original document, and the retransmission of any signed facsimile transmission, shall be the same as delivery of the original signed document. Scanned original documents transmitted to Be SMART Program as an attachment via electronic mail shall be the same as delivery of the original signed document. At the request of the Be SMART Program, applicants shall confirm documents with a facsimile transmitted signature or a scanned signature by providing the original document.

SAFETY AND BUILDING CODES: Applicants represents that, with respect to the products and work performed and identified in the documentation accompanying this application: (i) all products installed and work performed complies with all federal, state and local safety, building and environmental codes, and (ii) products are UL listed, if applicable, and installed per manufacturer's instructions.

NO ENDORSEMENT: Be SMART Program does not endorse any particular manufacturer, contractor, or product in promoting the Be SMART Program. The fact that the names of particular manufacturers, contractors, products, or systems may appear on this application does not constitute an endorsement.

ACCESS AND EVALUATION: Be SMART Program and/or its representatives may request access to the property on which energy-saving measures have been completed and/or installed and may review and evaluate the project during and after completion. Applicant agrees to provide reasonable access to the property for the purposes described herein.

ENERGY INFORMATION RELEASE: By signing the "Customer Consent to Obtain Household Energy Information" release in Part 6 of this application the homeowner authorizes the Be SMART Program to access energy usage data relating to the property on which energy-saving measures have been completed and/or installed by accessing the electric and natural gas accounts at the physical address of the project. Applicant agrees to provide other reasonable assistance to Be SMART to obtain such information.

Applicant Signature

Date

By signing, Applicant agrees to the terms and conditions of this application.

Be SMART Home Energy Efficiency Rebate Application

Part 5 – Customer Consent to Obtain Household Energy Information

The Maryland Department of Housing and Community Development (DHCD) works with partners to finance housing opportunities and revitalize great places for Maryland citizens to live, work and prosper. As part of this mission, DHCD has a number of programs that are geared towards making Maryland homes and businesses more comfortable, efficient, and affordable through energy savings measures.

WHY WE NEED A RELEASE – For our energy efficiency programs to be successful, DHCD will need to compare energy usage before and after the efficiency improvements. To understand how effective these measures are in reducing your energy bills, we will need access to actual energy usage data for your home, as well as data on energy saving measures installed in your home. This data will allow us to more accurately personalize energy savings estimates for home energy improvements provided by participating contractors, ensure that installed measures are delivering the expected energy savings, and allow us to provide feedback to you on energy reductions. This data will also be used by the U.S. Department of Energy's (DOE) and our own program research staff for program evaluation purposes. We take the security and privacy of your information very seriously. We will never sell, rent, or otherwise release personal data to outside parties.

Utility and Energy Supplier Information

Utility: _____ Account #: _____

Electric Utility: _____ Account #: _____

Other Fuel Supplier: _____ ☐ Oil ☐ Propane Account #: _____

Utility and Energy Supplier and Program Information Release

ENERGY USAGE INFORMATION RELEASE – As the account holder, I hereby authorize and give permission to the utilities and fuel or energy suppliers named above to release account and energy usage information (including my name, address, account number, and usage or consumption information) to DHCD, for confidential use in connection with calculating energy savings estimates and evaluating the effectiveness of the program. This permission is given for the monthly and total amount of energy used by my household.

PROGRAM DATA RELEASE – As a participant in a DHCD program, I hereby authorize DHCD to access my program data and release it to DOE for confidential use in connection with calculating energy savings estimates and evaluating the effectiveness of its program.

RELEASE PERIOD – This authorization covers the period starting 24 months before the date below and ending 24 months after the date below. I may revoke this authorization by written notice to Community Development Administration, Maryland DHCD, 100 Community Place, Crownsville, MD 21108.

CONSENT – I understand and agree that my account information (including my name, address, account number, and usage or consumption information) will be provided to DHCD by the above-named utilities and fuel or energy suppliers for the sole and limited purpose of evaluating energy conservation measures. DHCD and DOE will protect the confidentiality of this information the same as it does for their own customer or other confidential information. By signing this release, I authorize the above-named utilities and fuel or energy suppliers to release my customer account information to DHCD and for DHCD to release this information to DOE. An electronic copy of this authorization may be accepted with the same authority as the original.

Signature: _____ Date: _____

Printed Name: _____

Mailing Address: _____

Utility Service Address (if different): _____

**Be SMART Home
Energy Efficiency Rebate Application**

Part 6 – Proof of Purchase for Completed Energy Efficiency Measures

(Work with your contractor to complete after the improvements are finished)

Homeowner Name: _____

Property Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Homeowner Signature: _____ **Date** _____

By signing, Homeowner certifies that this application and any accompanying invoices or measure documentation are complete and accurate, and that all measures associated with this rebate request were completed as of the signature date.

Contractor Name: _____

Contractor Address: _____

Contractor Telephone: _____ ☐ Cell ☐ Office

Contractor Signature: _____ **Date** _____

By signing, Contractor certifies that this application and any accompanying invoices or measure documentation are complete and accurate, and that all measures associated with this rebate request were completed as of the signature date. Home energy audit incentives are paid directly to the contractor. All other rebates are payable to applicants only.

Project Start Date	Project Completion Date	Total Project Hours

Installed Measures (include model/serial numbers and efficiency measures)	Installed Cost

**Be SMART Home
Energy Efficiency Rebate Application**

Part 7 – Submission Instructions

Submit the following to reserve your rebates:

- ☐ Signed and dated Rebate Application
- ☐ Copy of the Home Energy Audit Report
- ☐ Copy of Energy Efficiency Improvement Scope of Work/Estimate

Submit the following when energy efficiency improvements are complete to obtain your rebates:

- ☐ Proof of Purchase document
- ☐ Copy of receipt paid in full

The rebates will be processed for payment upon the Be SMART Program's receipt of the application, supporting documentation, verification that the project meets the terms and conditions of the offer and proof of purchase documentation.

Processing time can take up to 6-8 weeks.

Please return application and supporting documentation to:

Jennifer Woolums, Administrator
Be SMART Home Loan Program
Maryland Department of Housing and Community Development
100 Community Place, 4th Floor
Crownsville, Maryland 21032
Telephone: (410) 514-7618 • Fax: (410) 987-8763
Email: BeSMARTHome@mdhousing.org
Website: www.mdhousing.org/BeSMART